

# CERTIFY EXPENSE MANAGEMENT

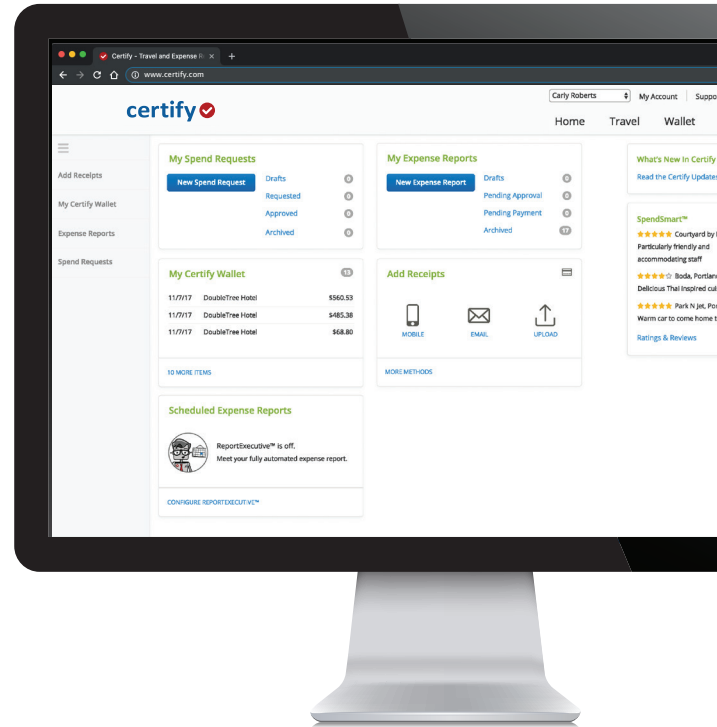
Online travel and expense report software that's truly automated

Certify simplifies expense management by automatically creating reports for employees, streamlining manager approvals, and making reimbursement and reporting easy for accountants.

## TRAVEL AND EXPENSE MADE EASY

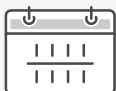
Certify delivers a simple, end-to-end solution for integrated travel booking and expense management. Plus, mobile tools that make life easier for travelers and the best customer support in the business:

- **Web-based workflows** automate report creation, policy enforcement, and approvals
- **Pre-approval for expenses** gives budget holders the ability to approve or deny costs in advance
- **Seamless data integration** across all travel, accounting, and enterprise systems
- **Complete reporting visibility** for smarter budget and spending decisions
- **Available in 64 languages** and 140 currencies including end-user currency conversion override and real-time rate conversions
- **Global user support** 24 hours a day (M-F) plus live chat and online help



## FULLY AUTOMATED EXPENSE MANAGEMENT

Certify ReportExecutive™ automatically creates expense reports for your entire company at a schedule that works best for you. No more complicated spreadsheets or paper receipts. No more lengthy approvals or reimbursement processing times.



### SCHEDULE

Specify a company-wide schedule to automatically generate expense reports



### REMIND

Users receive a friendly reminder that their reports are ready for review



### REVIEW

Employees review reports for accuracy and resolve any flagged policy violations

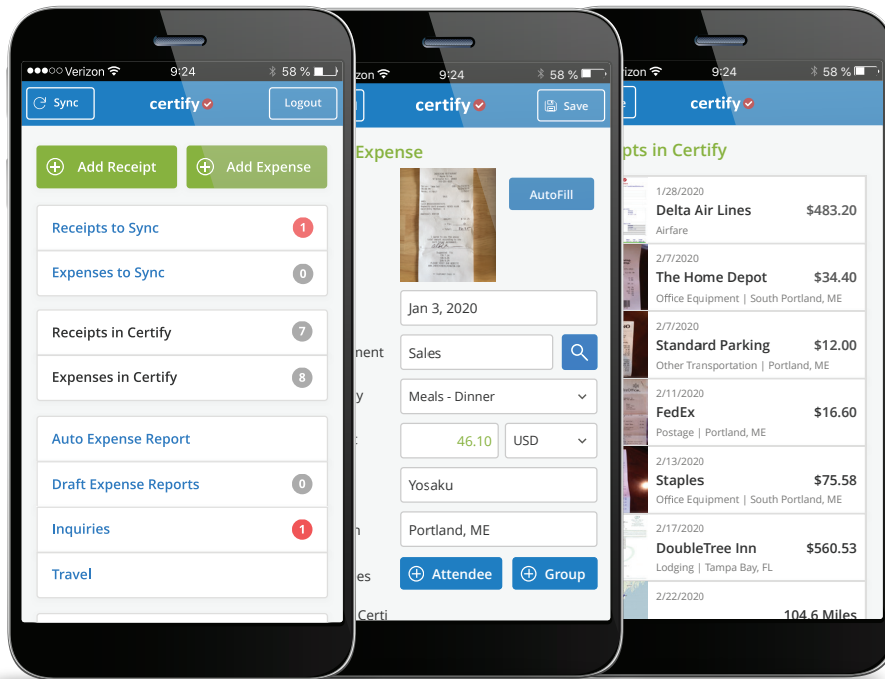


### SUBMIT

With one click, expense reports are submitted to the manager for approval

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## FASTER REIMBURSEMENT, FEWER HASSLES ON THE ROAD

Mobile devices are made to travel, and Certify Mobile is the perfect companion for all your employees on the road. Instead of keeping track of paper receipts, simply take a photo with any smartphone or camera-ready tablet and receipts are automatically added to expense reports.

T&E management is easy with the free Certify Mobile app:

- **Extracts, stores, and syncs** expense data in real time giving employees the freedom to manage expenses from any location, anytime
- **Maximize travel downtime** with the ability to add receipts or comments in offline mode; data syncs automatically upon reconnecting to the Internet
- **Notifies managers** when expenses are ready for review and allows for approval from any mobile device for faster employee reimbursement

Download Certify Mobile at your favorite app store today



## SEAMLESS INTEGRATIONS FOR YOUR IMPORTANT DATA

With Certify, all your critical data is shared back and forth accurately, securely, and effortlessly.

### Travel platforms

Corporate/online booking, managed travel, and open booking systems

### Accounting systems

JD Edwards, Microsoft Dynamics, NetSuite, PeopleSoft, Sage, SAP, QuickBooks Desktop and Online, Xero, Workday, and more

### Credit cards

All major credit cards and corporate cards, fully PCI compliant

### Corporate systems

HRIS, payroll, ERP, banking and payment systems, CRM, and more

*"Overall, Certify has made my life so much easier at work. I couldn't imagine going back to the old way."*

Senior AP Specialist  
Medical Device Manufacturer